

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: August 25, 2021

Closing Date: September 3, 2021

**PARALEGAL
Criminal Division, Felony Screening Unit
Kent County**

Job Responsibilities and Duties:

This Paralegal will be assigned to the Felony Screening Unit, Criminal Division, in Kent County, and will provide general paralegal support to the Deputy Attorney General and other personnel assigned to that unit. Primary responsibility is to provide paralegal support by reviewing and analyzing legal documents and drafting documents. Paralegal will maintain and review files, conduct intake interviews with police officers, prepare litigation documents, investigate case-related issues and facts, and coordinate research, investigative reports and case preparation for the Felony Screening Unit. The paralegal will also provide support for personnel working with the Special Law Enforcement Assistance Fund (SLEAF) and will sometimes be assigned to work on special projects and assignments for the Chief County Prosecutor and for other Deputy Attorneys General in the Kent County office. Applicant must demonstrate strong organizational and computer skills and be able to work accurately and independently within strict time frames.

Minimum Qualifications:

Five (5) years of employment with the Department of Justice in a similar capacity **OR**

An Associate's degree in Paralegal Studies in an ABA or Department-approved program, **OR**

A paralegal certificate in an ABA-approved or Department-approved program, **OR**

A Bachelor's degree in Paralegal Studies, **OR**

A Bachelor's degree **AND** one year of law school.

- **Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.
- **External Applicants:** In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>
- **OR** External applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.